
TOUCH POS 7

USER MANUAL

EARO SOFTWARE

TOUCH POS 7

1. WORKING WITH THE TABLE'S

1.A This Is Your Main Point Of Sale Screen.

CASH OFF MENU BLOCK:

This section is where you can cash off your transaction, give discounts, refund items, placing the items on a table setting you Qty per item wrung up, and see a simple cashup sheet for the till.

ITEM LIST:

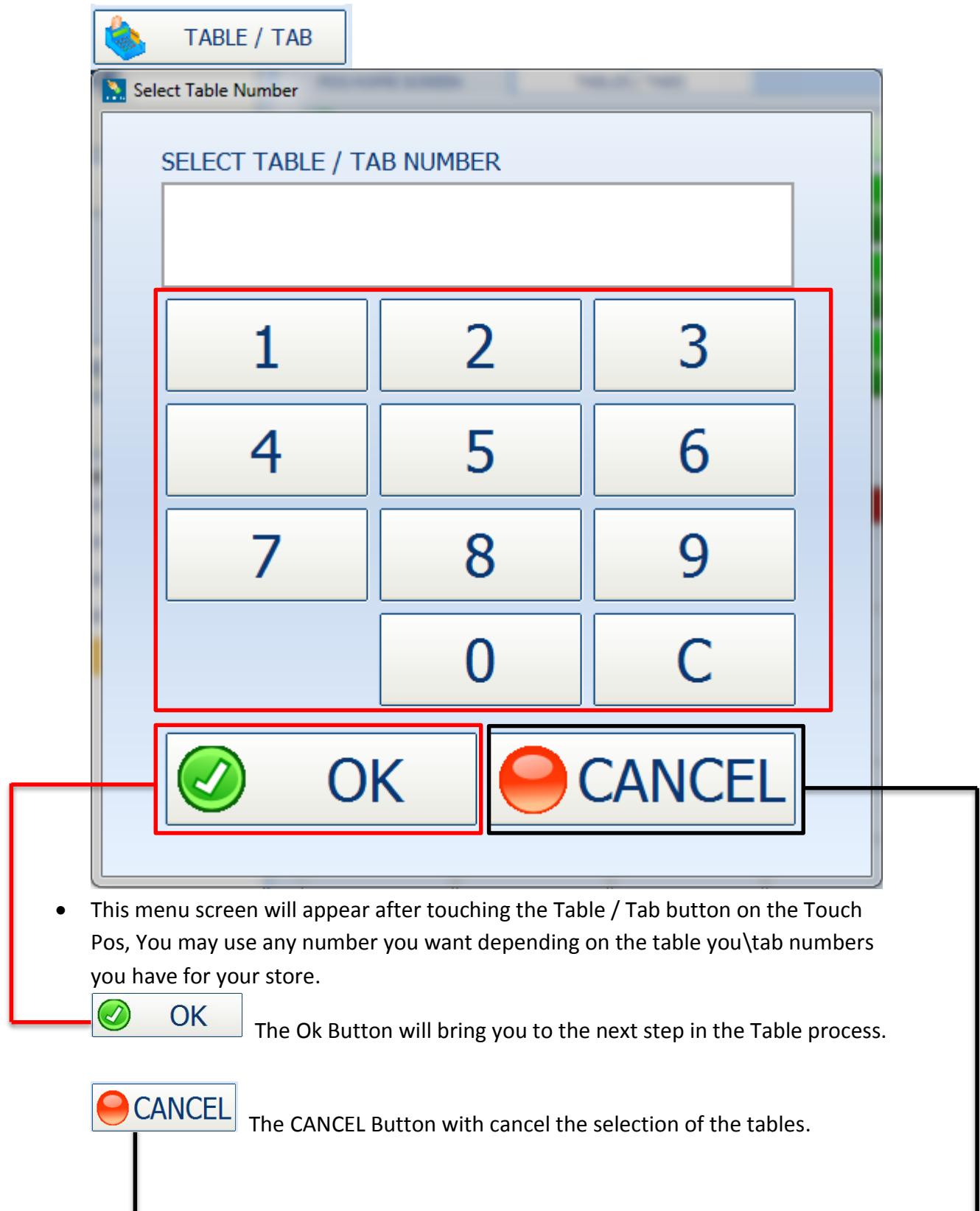
This is your current list of orders wrung up from the point of sale, item name, Qty, Price and Total.

POINT OF SALE TEMPLATE:

This is your main point of sale screen for all the menu items in your menu that you are selling; the top block is your group's example (beers, Burgers). The bottom block is your selling items for your store example (hoppers dry, cheese burger) which will appear in the order list to the left ones pressed by

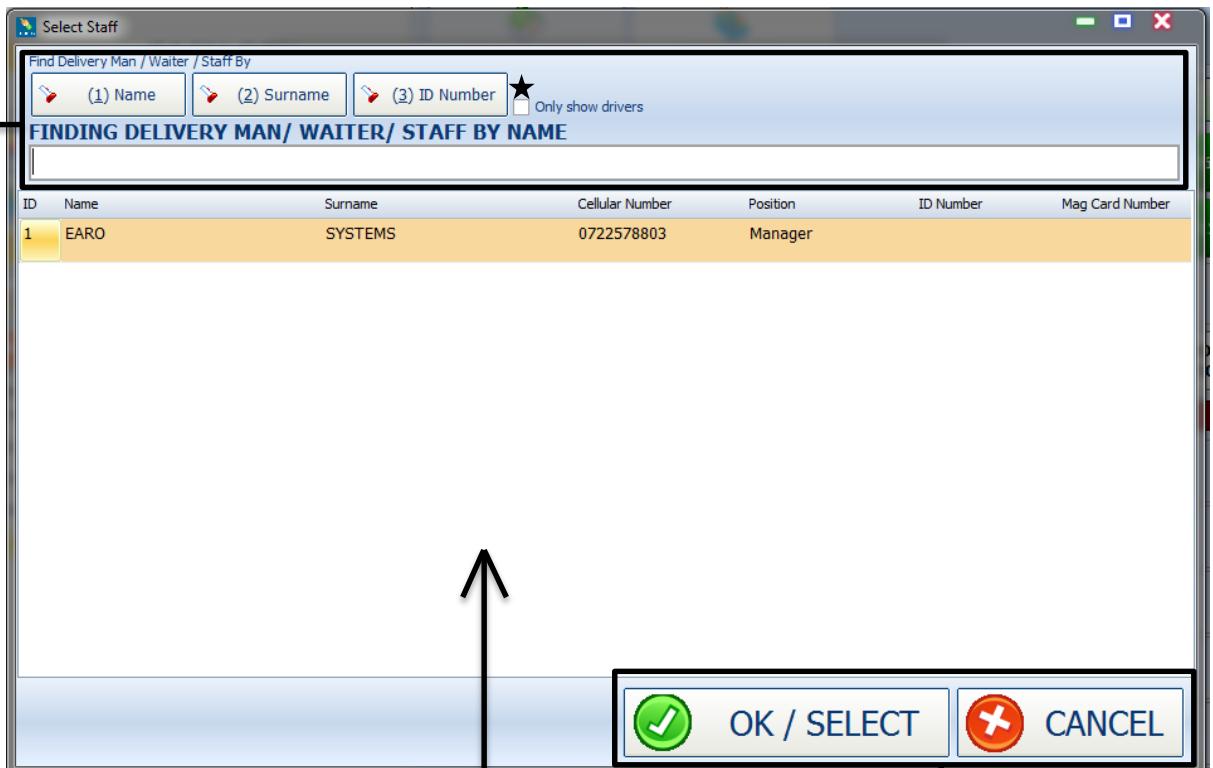
TOUCH POS 7

1.B Adding Items Onto A Table / Tab, Click on Table / Tab.



TOUCH POS 7

1.C : Selecting The Staff Member Working the Table.



SELECTING THE STAFF:

Here you can find your staff members either by Name, Surname or ID Number, or simply tick the tick box★Only Show Drivers and your listed drivers for you store will display in the main screen. To do so just highlight the name of the staff you wish to select.

STAFF LIST:

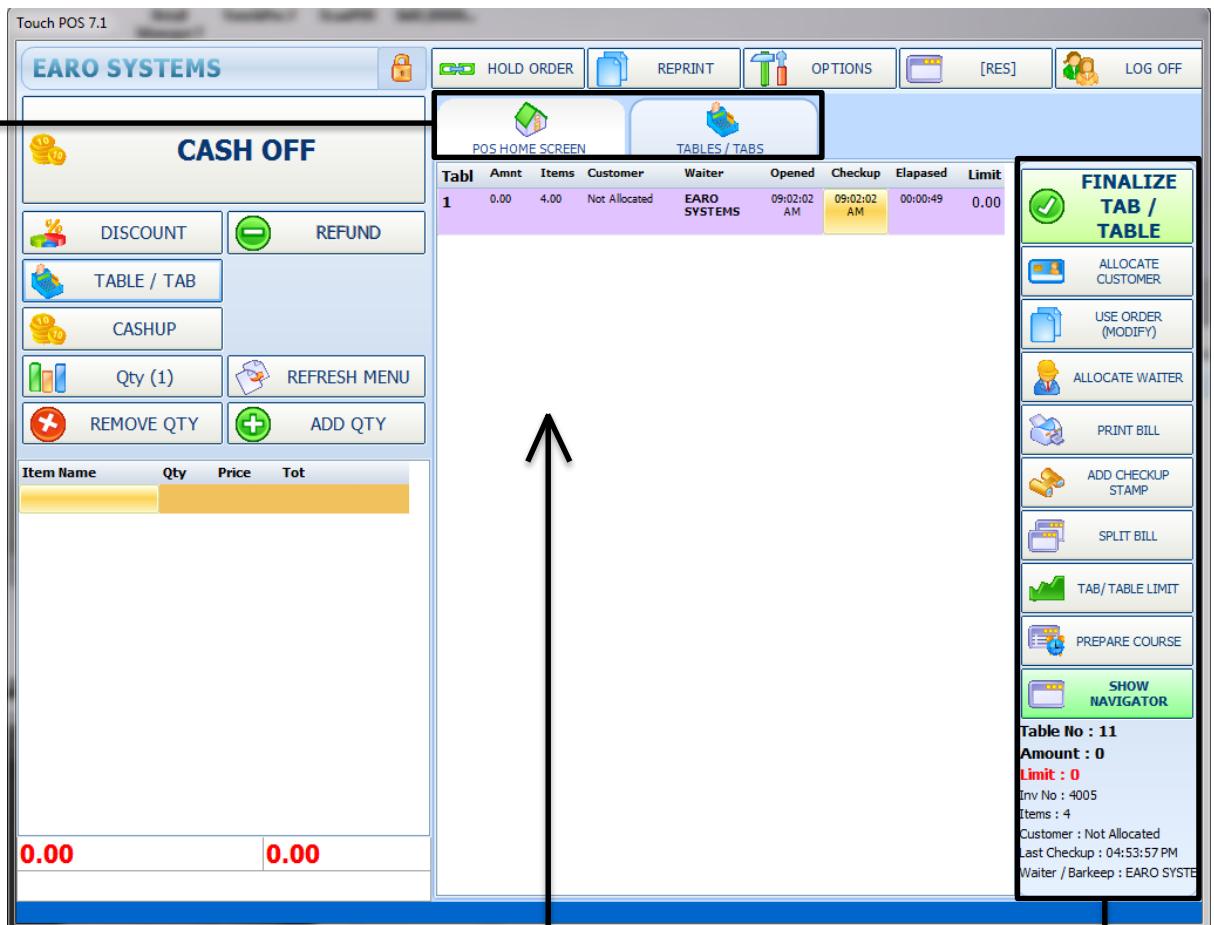
In this section a list of all your staff members will display.

OK / SELECT AND CANCEL:

By Pressing ok / select you will select the highlighted staff member and assign them to the table completing the table for that current order. If you click on Cancel it will still complete the order but will Not Allocate a waiter for that order.

TOUCH POS 7

1.D Working With The Table Section, (This Screen Will Appear After Selecting Staff)



TABLES / TABS LIST:

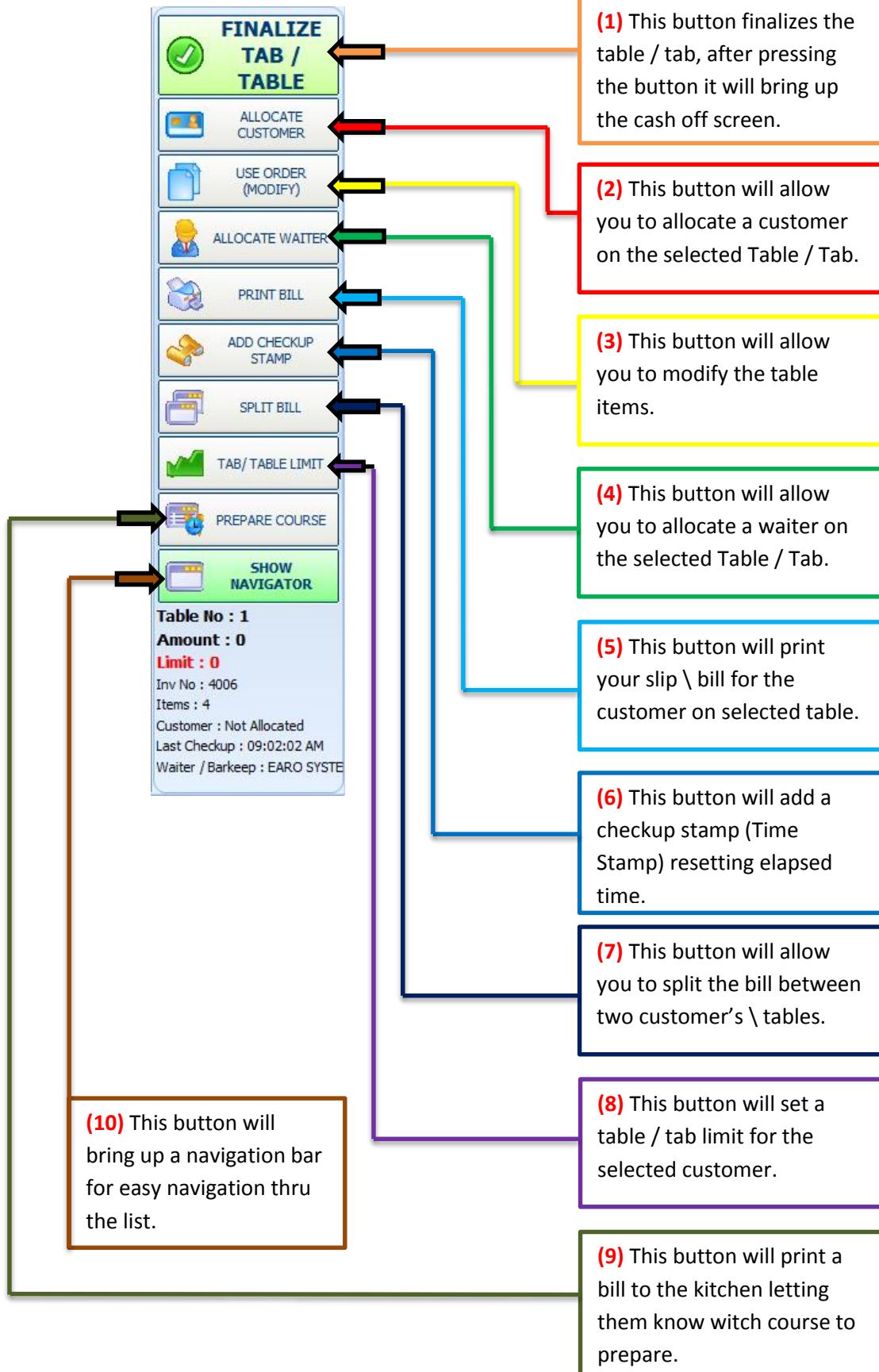
Here will display the list of open table and tabs you have running, it will display the table number, amount, total items, the customer, waiter working that table along with time opened, checkup of table time elapsed and the table / tab limit.

TABLES / TABS FUNCTIONS:

This is your function bar for your tables and tabs that are displayed in the list to the left here you can manage your tables and tabs for the customers.

TOUCH POS 7

1.2 Working With The Function Bar



TOUCH POS 7

(1) : Finalize Tab / Table

AMOUNT OWING: 0.00
 TOTAL VAT: 0.00
 TOTAL ITEMS: 4.00
 AMOUNT PAID:
 CHANGE: 0.00

1	2	3	10	200
4	5	6	20	300
7	8	9	50	500
.	0	CLEAR	100	1,000

OK (DEFAULT CASH) CANCEL

CASH OFF SCREEN:

This is your cash off screen you can manually put in the amount that the sale is or use the quick links 10,20,50,100,200,300,500,1000

After the amount is entered simply press on OK (DEFAULT CASH) or you can use the functions to the right EFT,VISA,MASTER (Note they will cash off the transaction when pressed) or simply press Cancel to close the screen.

It will display Amount Owing, VAT, Items, Amount Paid (User Input) and Change.

(2) : Allocate Customer

ID	Name	Surname	ID Number	Cellphone	Telephone	Work Tel	Address1	Address2	Address3	Ac
96	ANGELA			0114201959	0114201959	0				
64	ANGIE			0114200697	0114200697	0	REX HOTEL	29 TOM TONES		
148	ANIKIE			0114204465	0114204465	0	DA CONTAINERS	14 WOVERHAMPTON BENONI HENTA IND PARK AVE		
171	ANITA			0114210436	0114210436	0	SECURITY CITY	27 MOORE AVE	BENONI	
195	ANMARIE			0114211254	0114211254	0	148 CRANBOURNE	ALLERS B&GRUNDING		

ALLOCATING CUSTOMER:

Here you can select search by different criteria being Name, ID Number, Cell, Etc.

OK / SELECT:

After you have highlighted your customer simply press on OK/SELECT

ADD CUSTOMER:

Here you can add a new customer or modify an existing one.

NAVIGATION:

Will simply let you scroll up and down with the customer list

LAST ORDER:

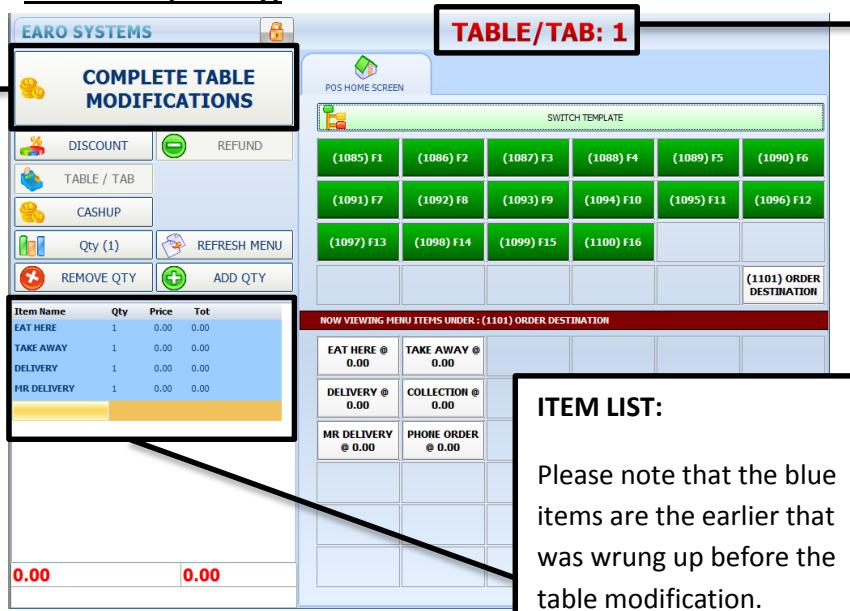
Will simply let see the last order for the customer selected in the list

TOUCH POS 7

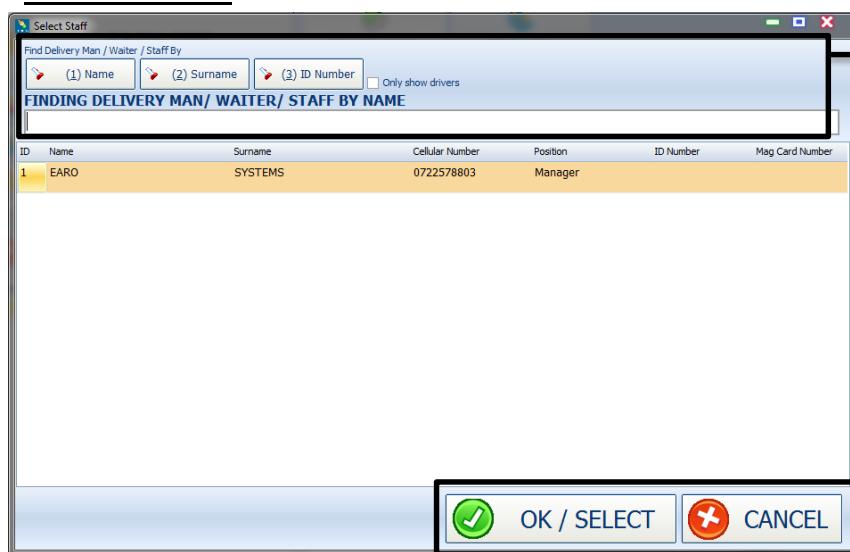
(3) : Use Order (Modify)

COMPLETE:

After the extra items are wrung up just press on complete Table modification and it will take you back to the table tab where your table list is located



(4) : Allocate Waiter



(5) : Print Bill



Print Bill will instantly print the bill for that order when pressed.

(6) : Add Checkup Stamp

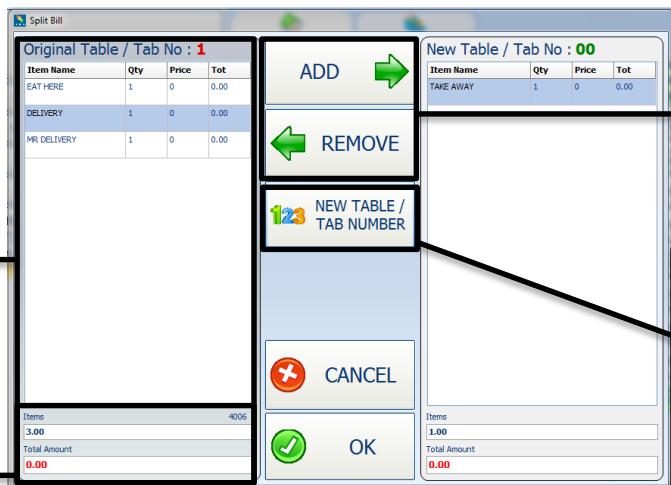
Tabl	Amnt	Items	Customer	Waiter	Opened	Checkup	Elapsed	Limit
1	0.00	4.00	Not Allocated	EARO SYSTEMS	09:02:02 AM	11:06:01 AM	00:07:14	0.00

CHECKUP:

Your current system date will appear here when pressed.

TOUCH POS 7

(7) : Split Bill



ORIGINAL:

The left side is your original table where the items can be moved to the new table.

This section will display the total items and amount for the table

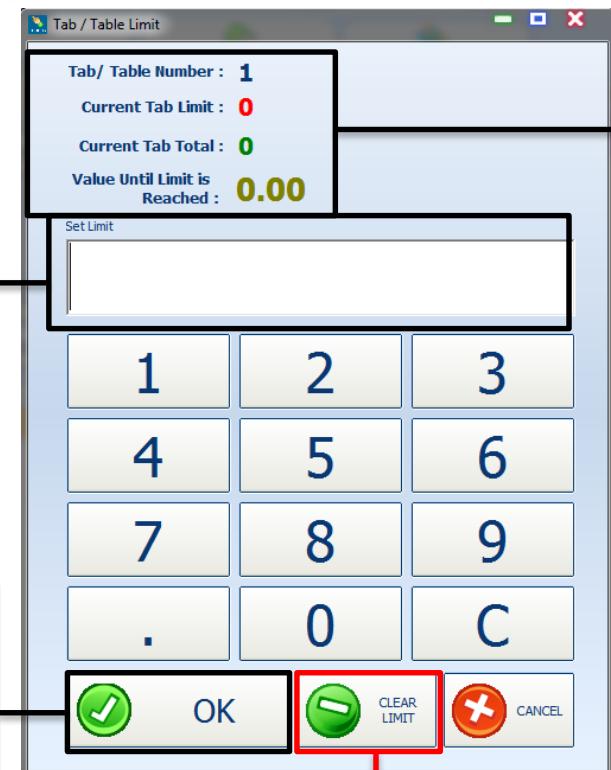
ADD - REMOVE:

By pressing these buttons you can add or remove items between the two Bills, Tables and Tab.

TABLE NUMBER:

Here you can input a new table number for the split bill.

(8) : Tab / Table Limit



INPUT SCREEN:

As you type the amount given to you it will start displaying here.

OK:

When OK is pressed it will accept the limit you have entered.

DISPLAY SECTION:

In this section it will display the table number along with the current tab limit, total and the value until the limit is reached for the customer.

ADD - REMOVE:

This is the input keypad for the amount you wish to input for the limit

CLEAR LIMIT:

When this button is pressed it will completely **CLEAR** the current limit for this Tab / Table and it will revert back to **0.00**

TOUCH POS 7

(9) : Prepare Course



PREPARE COURSE:

This menu will allow you to send the course to the back kitchen for the kitchen staff to know when they can start preparing the meal\course\starter depending on which one you sent to the back for the kitchen staff make.

(10) : Show Navigation



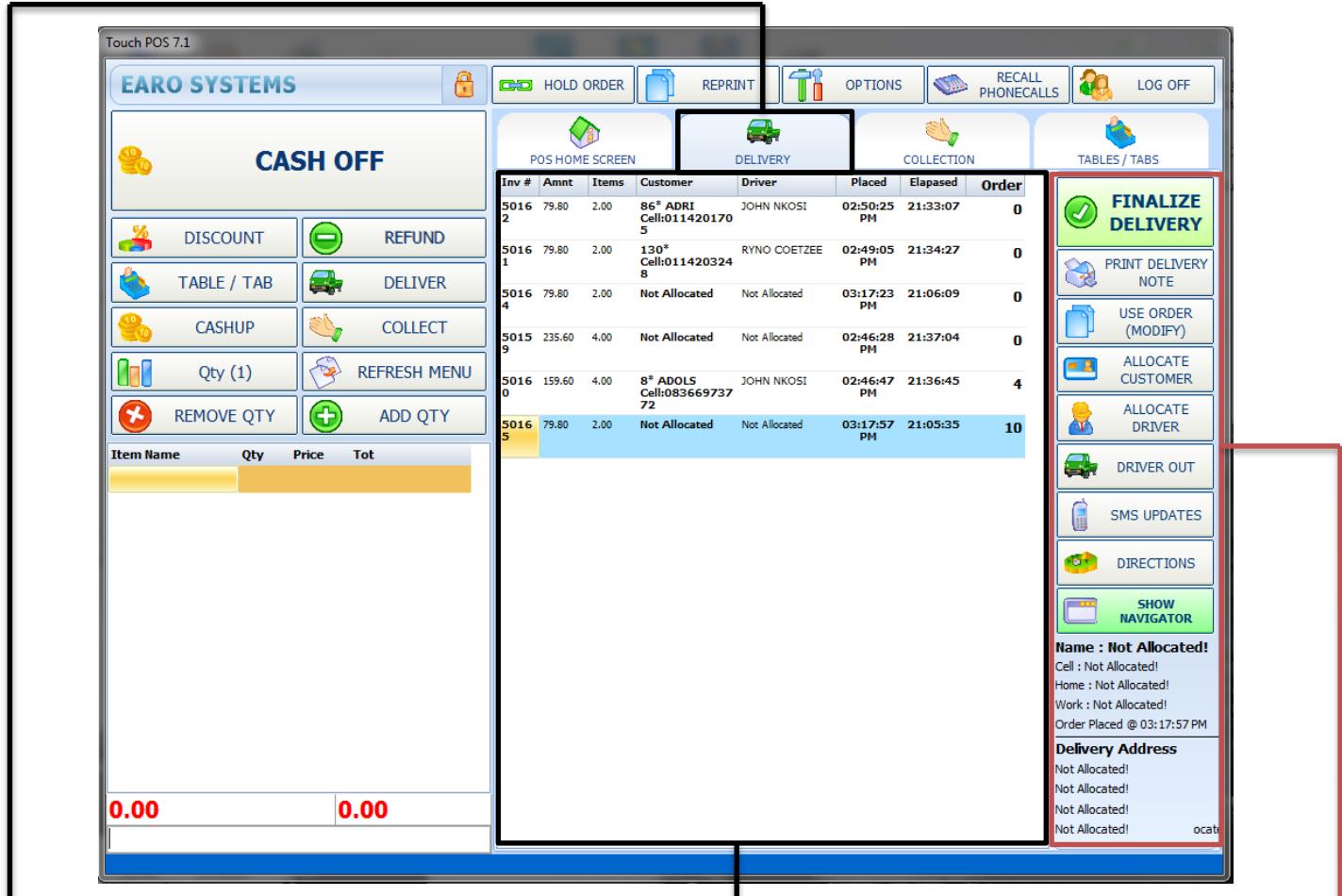
SHOW NAVIGATION:

By pressing the show navigation button the following block you see here will appear and you can scroll up and down the list of your current Tables / Tabs.

TOUCH POS 7

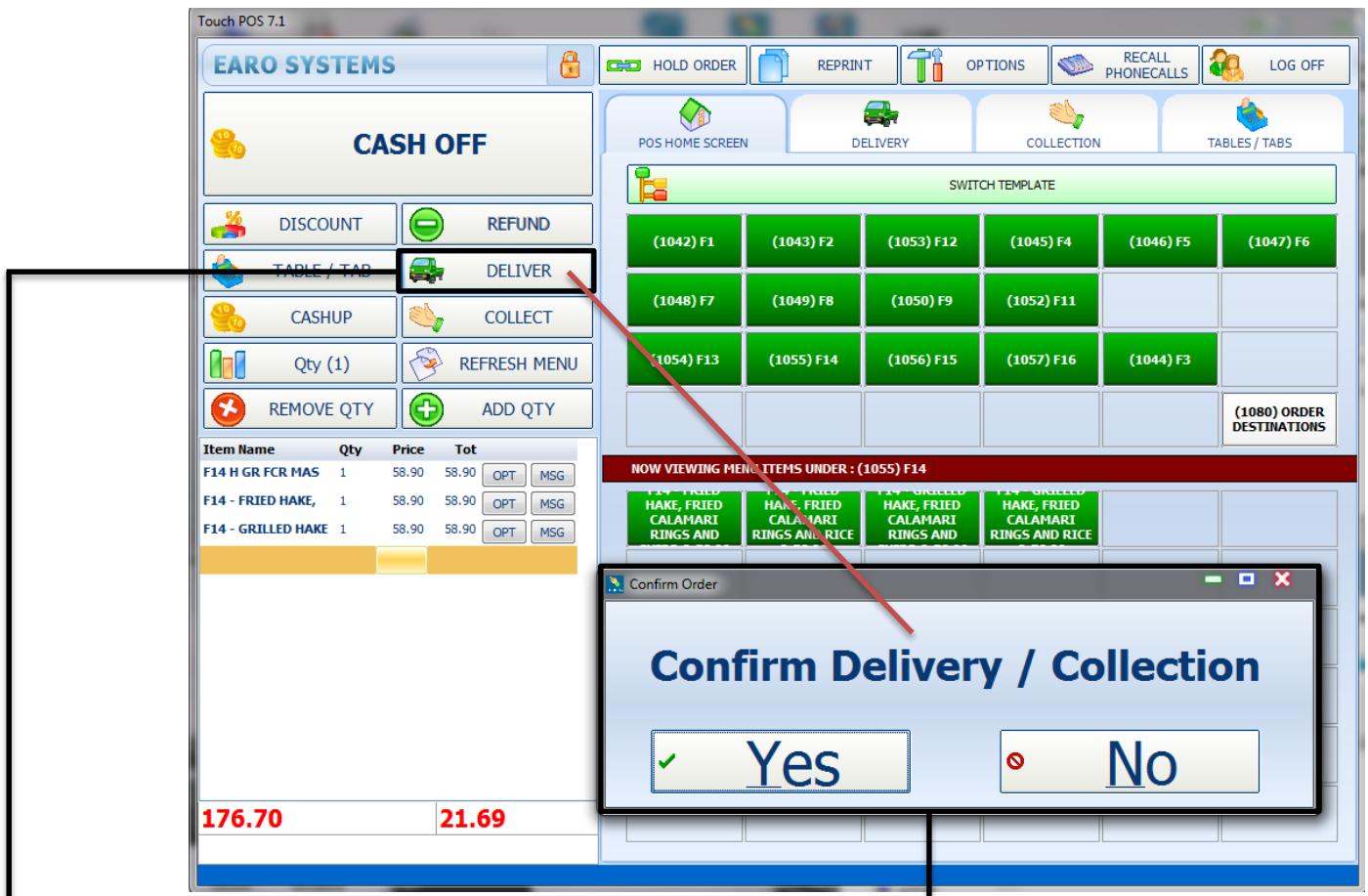
2. WORKING WITH THE DELIVERY

2.A Delivery Main Screen.



TOUCH POS 7

2.B Making A Delivery.



DELIVER BUTTON:

After you have rung up the order the customer requested pressed the Deliver button and NOT the Cash Off button.

CONFIRM:

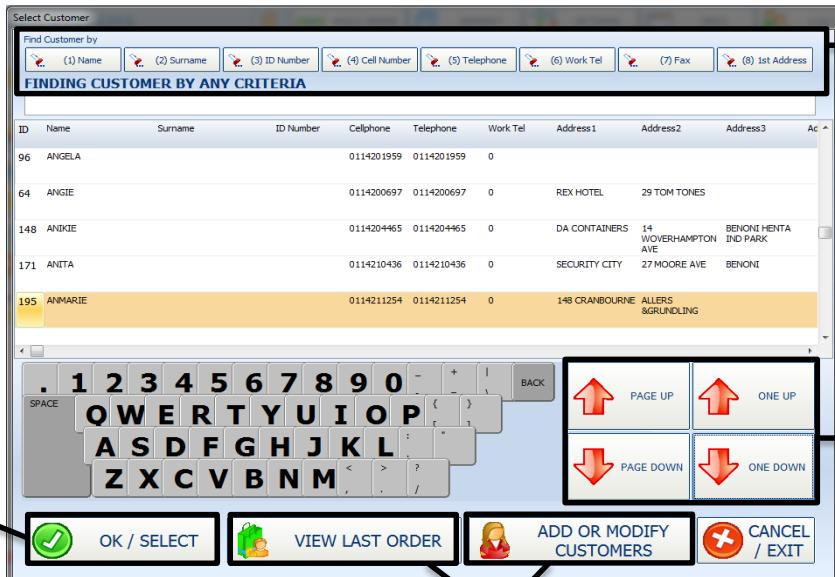
After the deliver button has been pressed this window will appear asking you if you want to confirm the order you have just made. By pressing YES you will be able to continue to the next step of your delivery

DELIVERY TAB:

This is your delivery tab you can access it at any time to see which open deliveries you have.

TOUCH POS 7

2.C Selecting The Customer.



OK / SELECT:

After you have highlighted your customer simply press on OK/SELECT

ADD CUSTOMER:

Here you can add a new customer or modify an existing one.



SELECTING / FIND CUSTOMER:

Here you can select search by different criteria being Name, ID Number, Cell, Etc.

NAVIGATION:

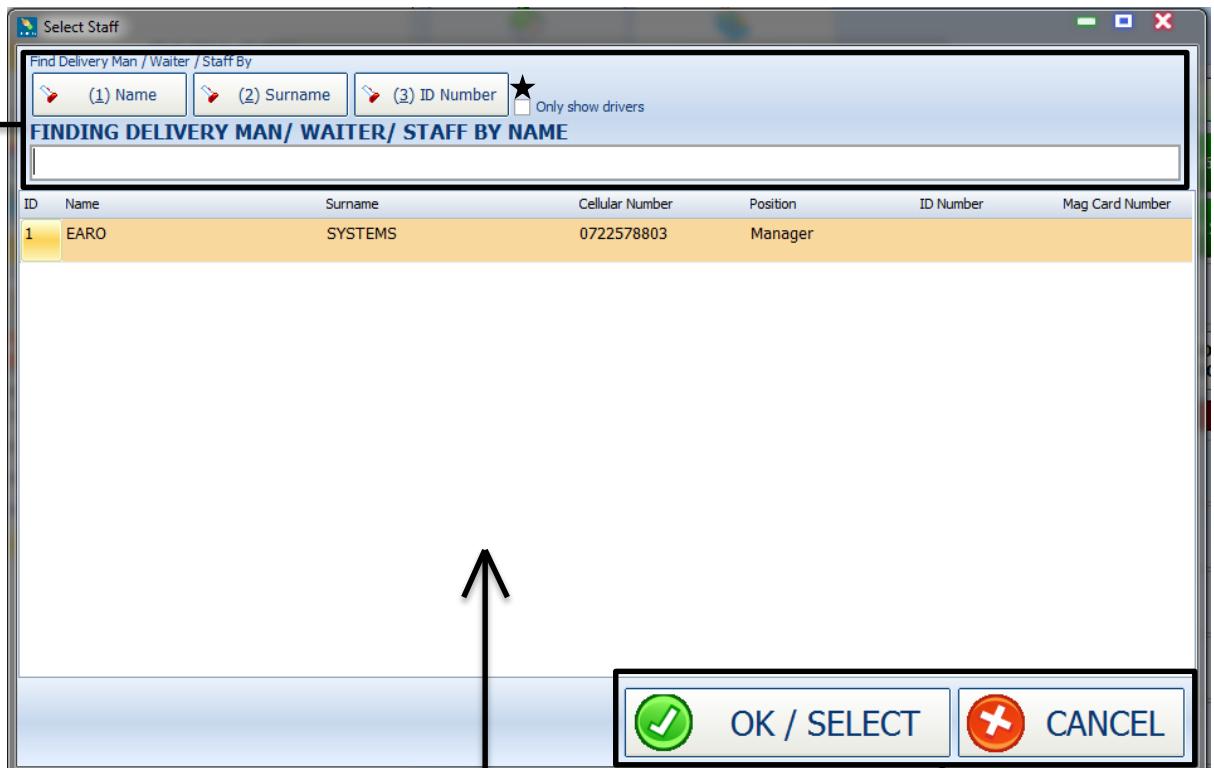
Will simply let you scroll up and down with the customer list

LAST ORDER:

Will simply let see the last order for the customer selected in the list

TOUCH POS 7

2.D Selecting The Staff Member Working The Deliverie.



SELECTING THE STAFF:

Here you can find your staff members either by Name, Surname or ID Number, or simply tick the tick box★Only Show Drivers and your listed drivers for you store will display in the main screen. To do so just highlight the name of the staff you wish to select.

OK / SELECT AND CANCEL:

By Pressing ok / select you will select the highlighted staff member and assign them to the delivery and therefore closing this window.

STAFF LIST:

In this section a list of all your staff members will display.

TOUCH POS 7

2.E : Completing Your Delivery.

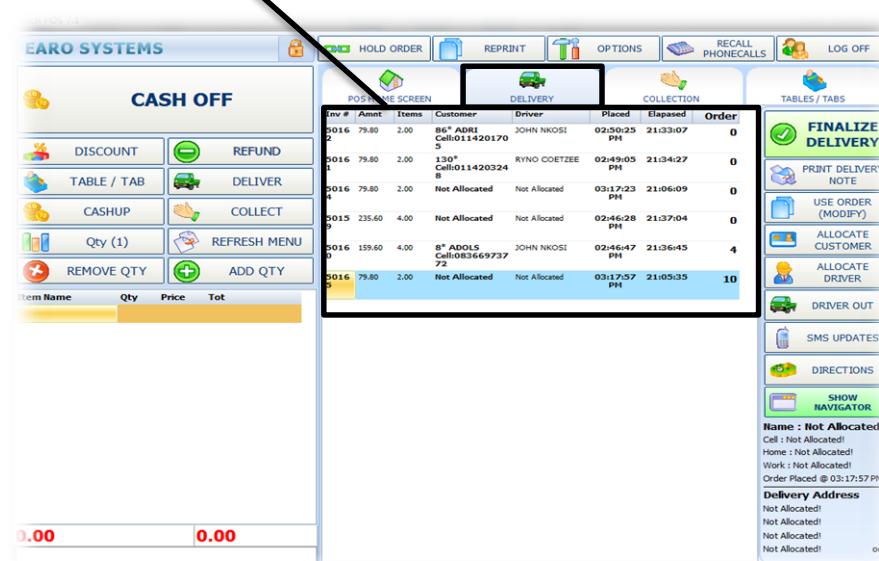


COMPLETE:

After the extra items are wrung up just press on complete Table modification and it will take you to the delivery tab where the customer you have just made a delivery for will now appear.

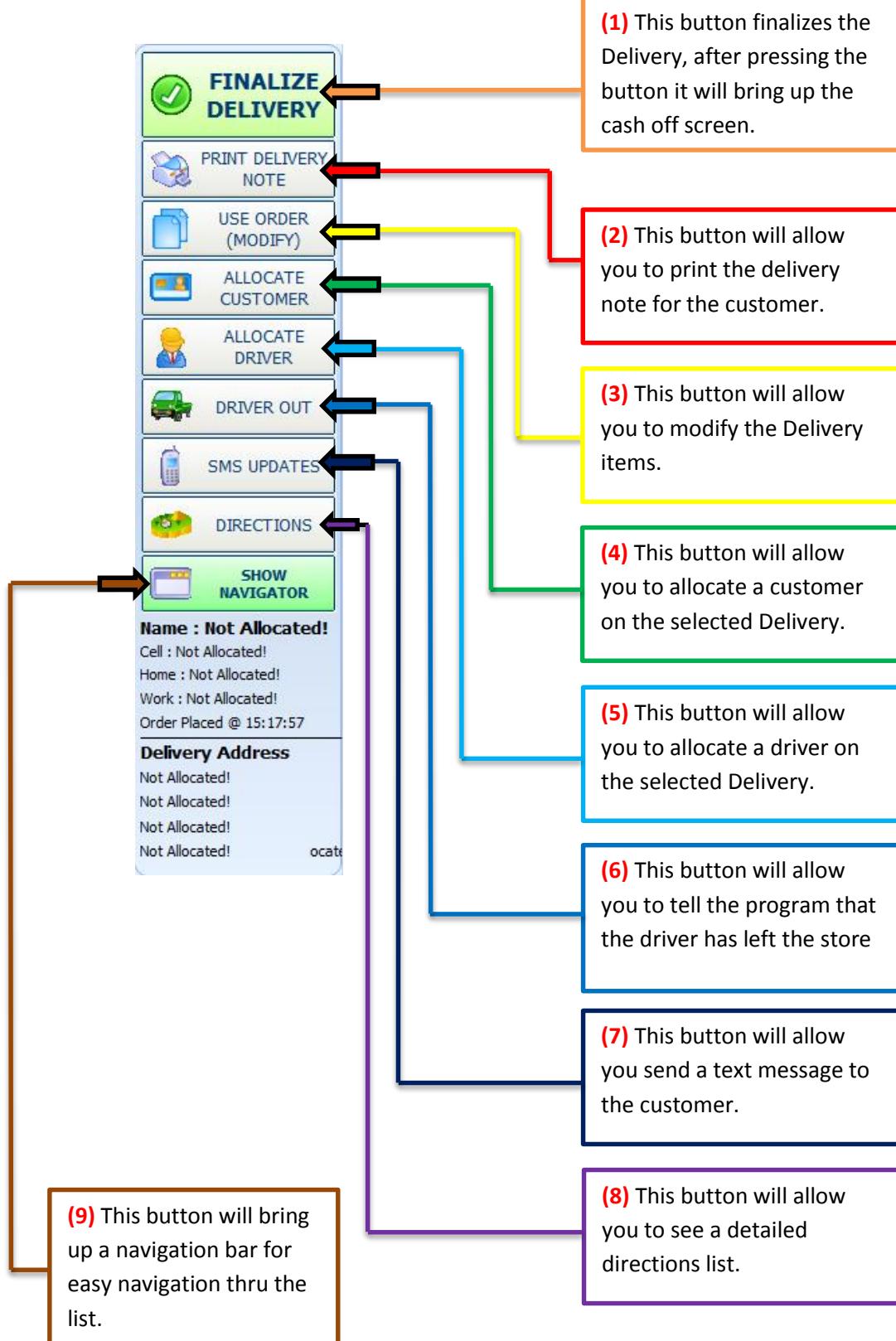
ITEM LIST:

Please note that the blue items are the items you have already wrung up, simply complete the order if you don't wish to make any changes.



TOUCH POS 7

2.F Working With The Function Bar



TOUCH POS 7

(1) : Finalize Delivery

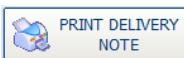
CASH OFF SCREEN:

This is your cash off screen you can manually put in the amount that the sale is or use the quick links 10,20,50,100,200,300,500,1000

After the amount is entered simply press on OK (DEFAULT CASH) or you can use the functions to the right EFT,VISA,MASTER (Note they will cash off the transaction when pressed) or simply press Cancel to close the screen.

It will display Amount Owing, VAT, Items, Amount Paid (User Input) and Change.

(2) : Print Delivery Note



Print Delivery Note will instantly print the bill for that delivery when pressed.

DELIVERY NOTE

CHIT CHAT CAFE
(Pritchard st)
Cnr. Pritchard & Harrison Str
1066 Building
Johannesburg

011 056 4378

Driver: JOHN NKOSI 03 04 2013 02:50:25 PM

Deliver To :

ADRI
0114201705
0114201705

Delivery Address
23 MOORE AVE
BENONI SOUTH
POLY MOULD

Item Desc	Qty	Unit	Tot
F1 FR HAKE CH CO	1.00	39.90	39.90
F1 FR HAKE CH CO	1.00	39.90	39.90

TILL 1 Order # 0

Total Items 2.00

Total Due 79.80

Vat included in sale @ 14% (Vat Charge R2.50)

PAYMENT AMOUNT

CUSTOMER SIGNATURE

DRIVER TIP

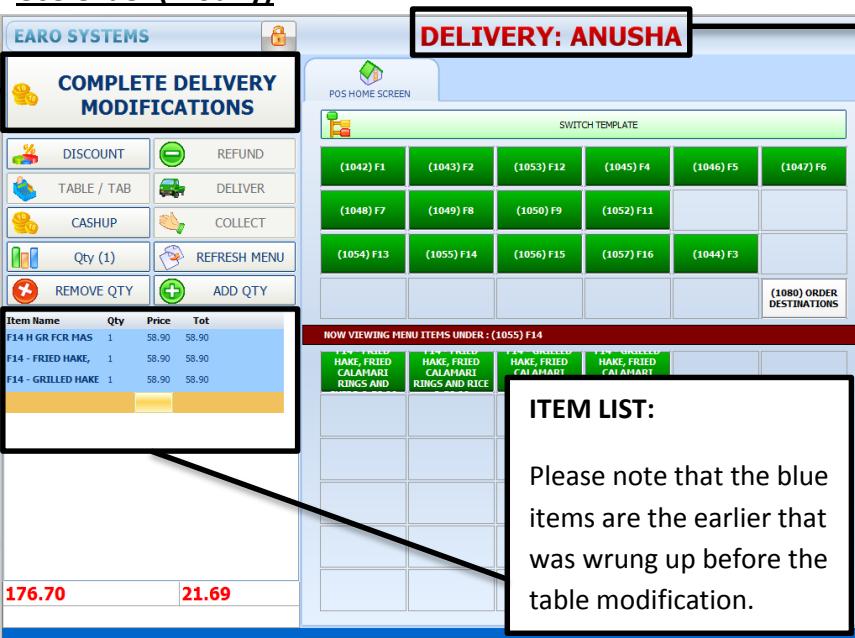
Thank you for your patronage, please call again real soon.

TOUCH POS 7

(3) : Use Order (Modify)

COMPLETE:

After the extra items are wrung up just press on complete Table modification and it will take you back to the Delivery tab where your Deliveries list is.



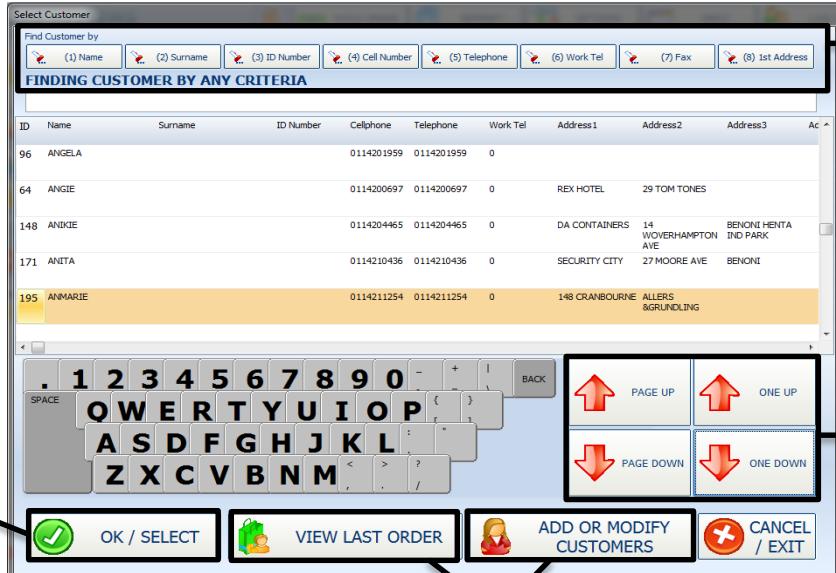
CURRENT CUSTOMER:

Here will display the current customer you are modifying.

(4) : Allocate Customer

OK / SELECT:

After you have highlighted your customer simply press on OK/SELECT



ALLOCATING CUSTOMER:

Here you can select search by different criteria being Name, ID Number, Cell, Etc.

ADD CUSTOMER:

Here you can add a new customer or modify an existing one.



NAVIGATION:

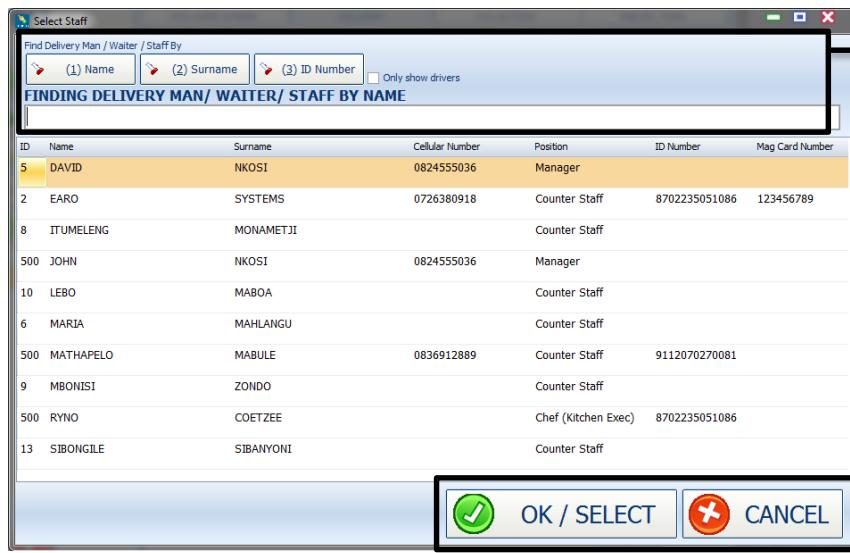
Will simply let you scroll up and down with the customer list

LAST ORDER:

Will simply let see the last order for the customer selected in the list

TOUCH POS 7

(5) : Allocate Driver



ALLOCATING DRIVER:

Here you can select search by different criteria being Name, Surname and ID Number for your Delivery staff.

SELECT AND CANCEL:

After you have highlighted the Drivers name simply press on OK / SELECT to continue or you may cancel this screen

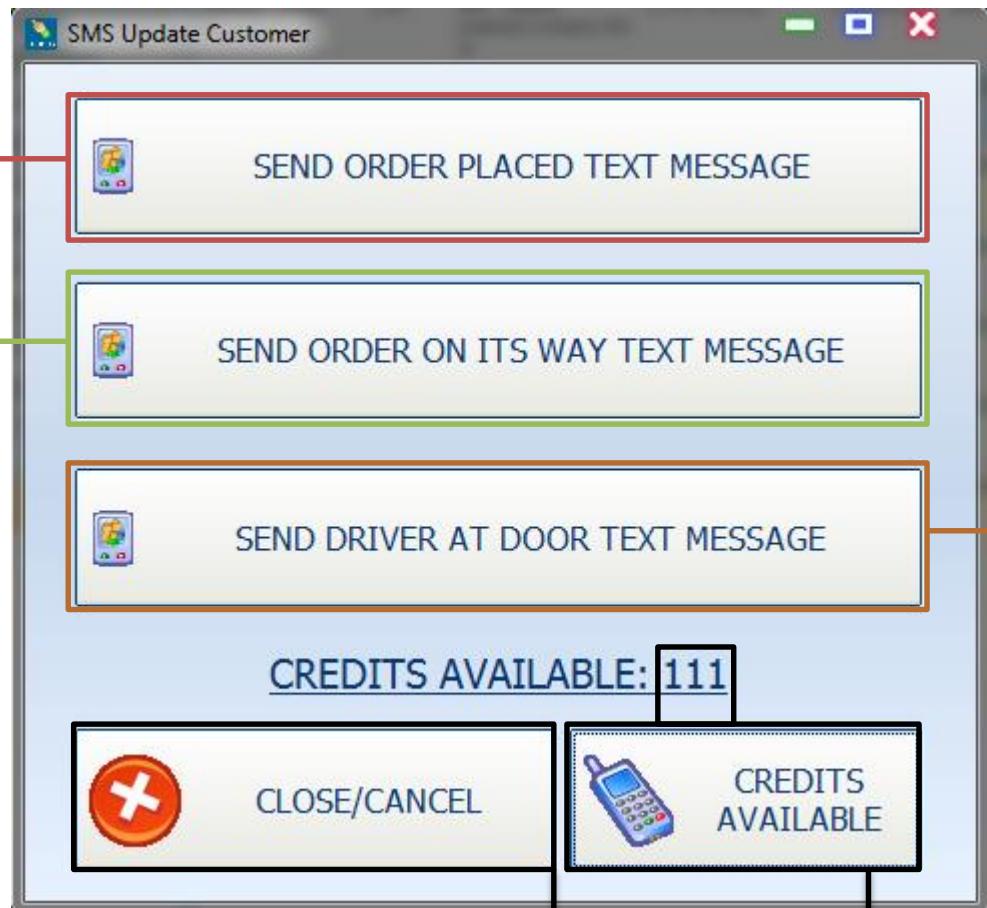
(6) :Driver Out



The Driver Out button when pressed will let the system know that the current driver allocated to that deliver has just left for the customer and the other is on its way out.

TOUCH POS 7

(7) : Sms Updates



ON ITS WAY:

When pressed it will send a text message to the customer.

Hallo [NAME] [SURNAME]

Your order is complete and the driver has been dispatched

ORDER PLACED:

When pressed it will send a text message to the customer.

Hallo [NAME] [SURNAME]

We confirm your order [ORDER] at [DATE] [TIME] your delivery man is [DRIVER]

CLOSE / CANCEL:

This Button when press will simply just close this wind and return you to the delivery screen.

AT DOOR:

When pressed it will send a text message to the customer

Hallo [NAME] [SURNAME]

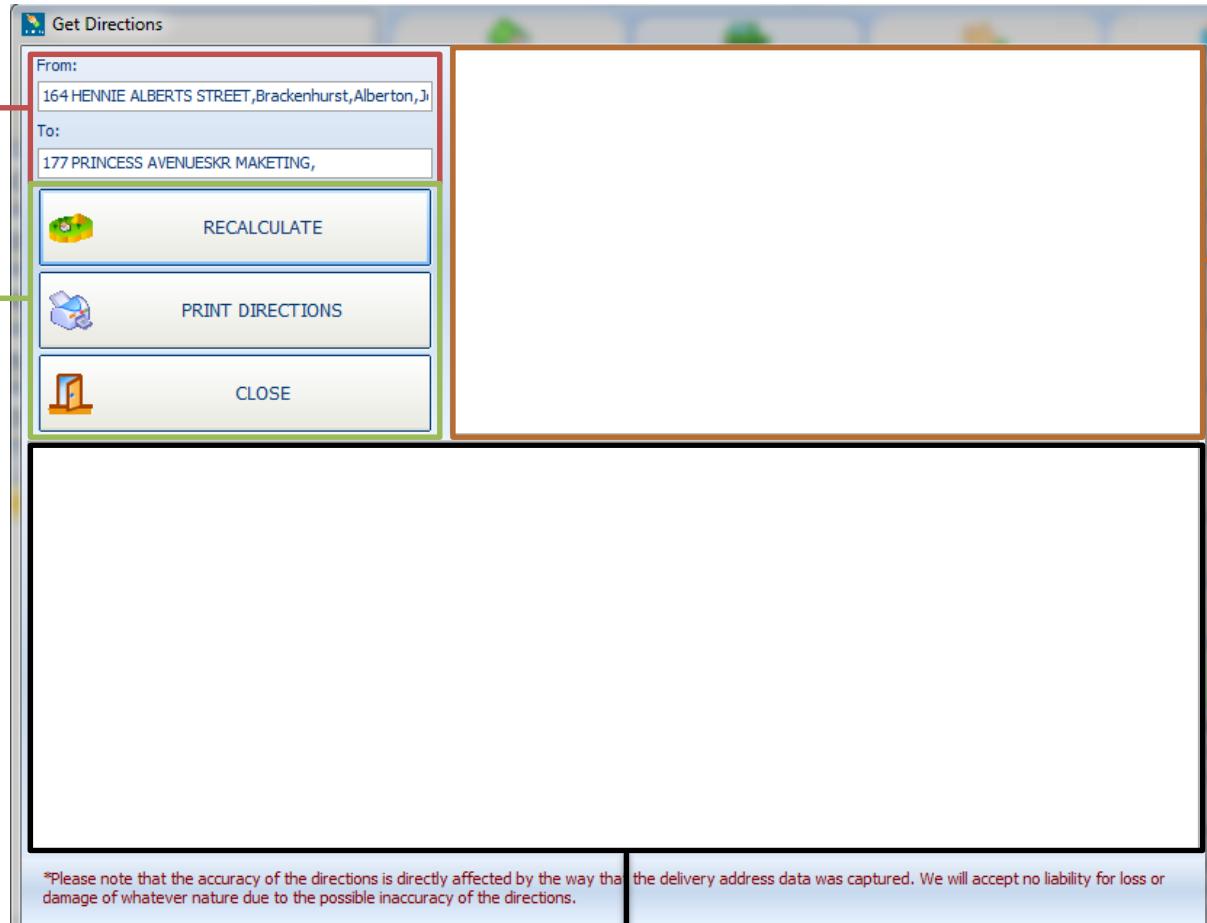
Our driver [DRIVER] is at your residence/workplace [DATE] [TIME]

CREDITS AVAILABLE:

By pressing this button it will display your available credits left (sms' s) for your store.

TOUCH POS 7

(8) Directions



FUNCTION PANEL:

Recalculate will Calculate a different route for the driver and you can print a A4 paper of directions to the customer or simply close.

ADDRESS:

This will display the "from and to" address to the customer note this can only be changed in the customer accounts section and not here.

DIRECTION SECTION:

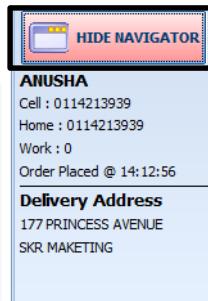
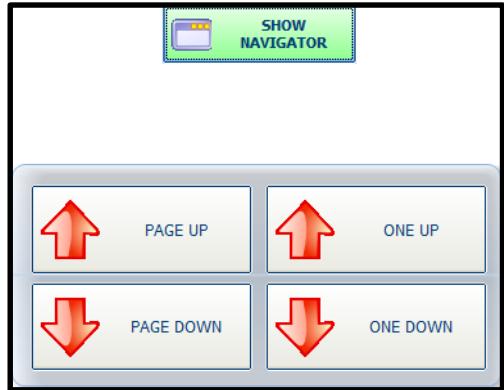
This section will display a turn by turn list to the customer address.

MAP:

This will display a Google map overview of the route to the selected customer.

TOUCH POS 7

(9) : Show Navigation



HIDE NAVIGATION:

By pressing the hide navigation button the following block you see here will disappear.

SHOW NAVIGATION:

By pressing the show navigation button the following block you see here will appear and you can scroll up and down the list of your current Deliveries.

TOUCH POS 7

3. WORKING WITH THE COLLECTION

3.A Collection Main Screen.

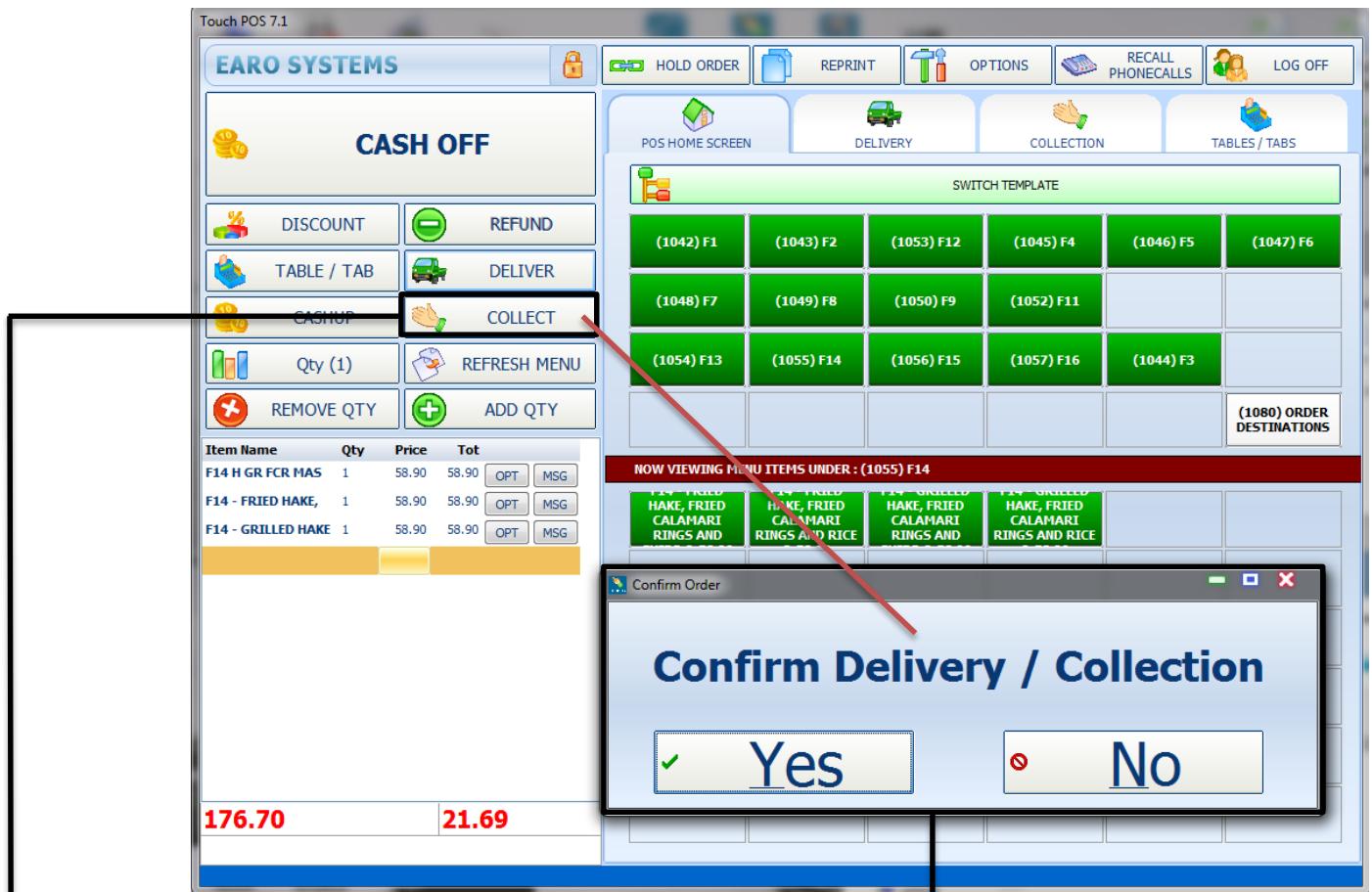
COLLECTION TAB:
This is your collection tab you can access it at any time to see which open collections you have.

CURRENT COLLECTIONS:
This section will display all the current open \ pending collections you currently have.

COLLECTION FUNCTIONS:
This is your function bar for your collections that are displayed in the list to the right here you can manage your collections for the customers.

TOUCH POS 7

3.B Making A Collection.



COLLECT BUTTON:

After you have rung up the order the customer requested pressed the Deliver button and NOT the Cash Off button.

CONFIRM:

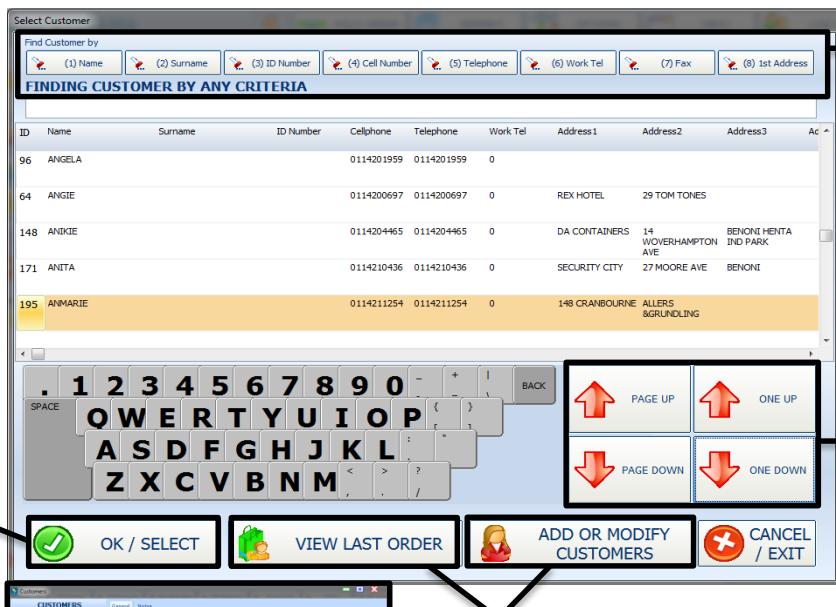
After the collect button has been pressed this window will appear asking you if you want to confirm the order you have just made. By pressing YES you will be able to continue to the next step of your collection.

DELIVERY TAB:

This is your delivery tab you can access it at any time to see which open deliveries you have.

TOUCH POS 7

3.C Selecting The Customer.



OK / SELECT:

After you have highlighted your customer simply press on OK/SELECT

ADD CUSTOMER:

Here you can add a new customer or modify an existing one.



SELECTING / FIND CUSTOMER:

Here you can select search by different criteria being Name, ID Number, Cell, Etc.

NAVIGATION:

Will simply let you scroll up and down with the customer list

LAST ORDER:

Will simply let see the last order for the customer selected in the list

TOUCH POS 7

3.D : Completing Your Collection.

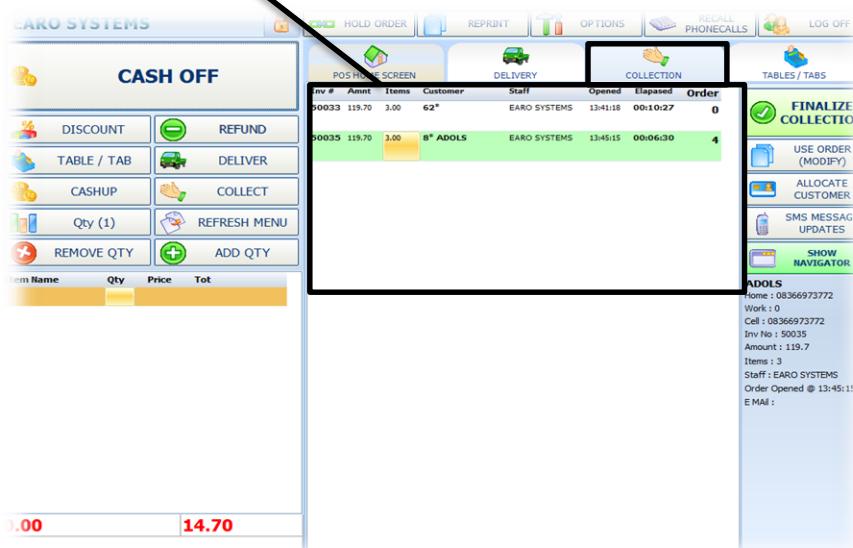


COMPLETE:

After the extra items are wrung up just press on complete Collection modification and it will take you to the collection tab where the customer you have just made a collection for will now appear.

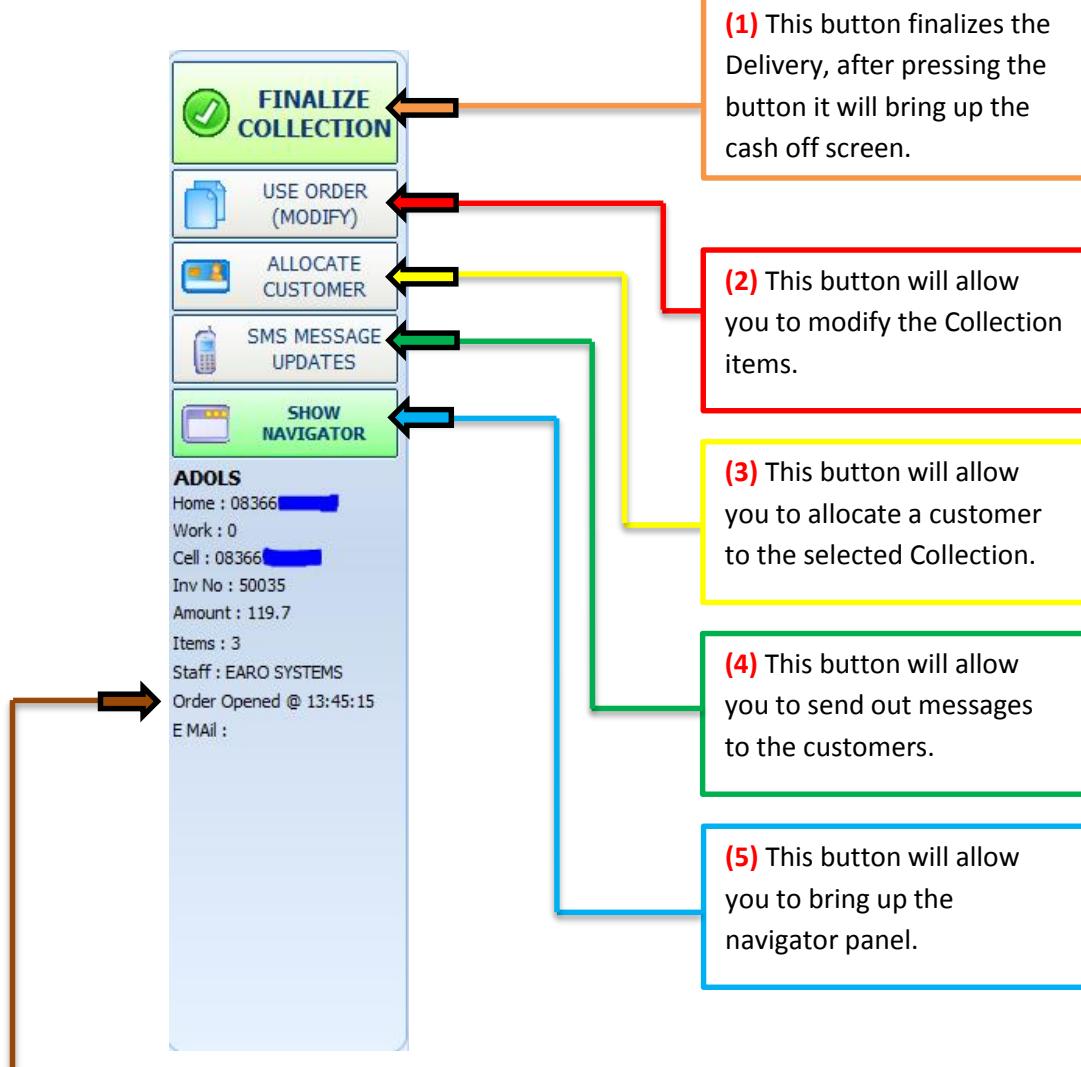
ITEM LIST:

Please note that the blue items are the items you have already wrung up, simply complete the order if you don't wish to make any changes.



TOUCH POS 7

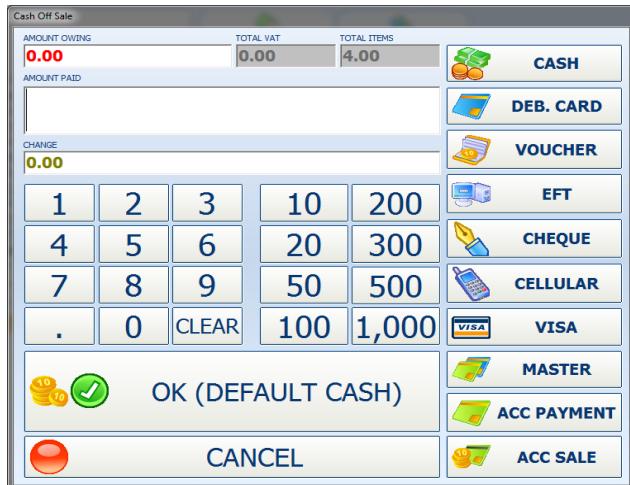
3.E Working With The Function Bar



This window is just there for a quick view at the customer highlighted.

TOUCH POS 7

(1) : Finalize Collection



CASH OFF SCREEN:

This is your cash off screen you can manually put in the amount that the sale is or use the quick links 10,20,50,100,200,300,500,1000

After the amount is entered simply press on OK (DEFAULT CASH) or you can use the functions to the right EFT,VISA,MASTER (Note they will cash off the transaction when pressed) or simply press Cancel to close the screen.

It will display Amount Owing, VAT, Items, Amount Paid (User Input) and Change.

(2) : Use Order (Modify)

COMPLETE:

After the extra items are wrung up just press on complete Table modification and it will take you back to the Collection tab where your Collection list is.

CURRENT CUSTOMER:

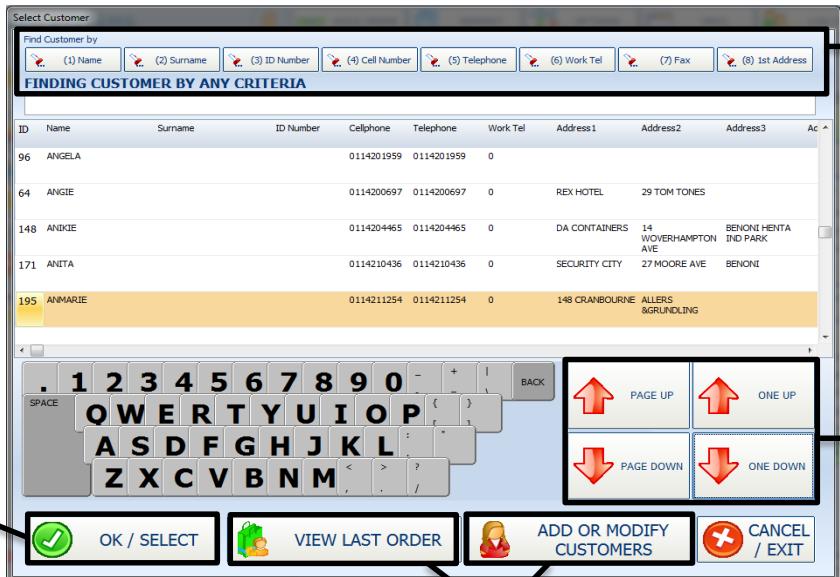
Here will display the current customer and Tab you are modifying.

ITEM LIST:

Please note that the blue items are the earlier items that was wrung up before the Collection modification.

TOUCH POS 7

(3) : Allocate Customer



OK / SELECT:

After you have highlighted your customer simply press on OK/SELECT

ADD CUSTOMER:

Here you can add a new customer or modify an existing one.



ALLOCATING CUSTOMER:

Here you can select search by different criteria being Name, ID Number, Cell, Etc.

NAVIGATION:

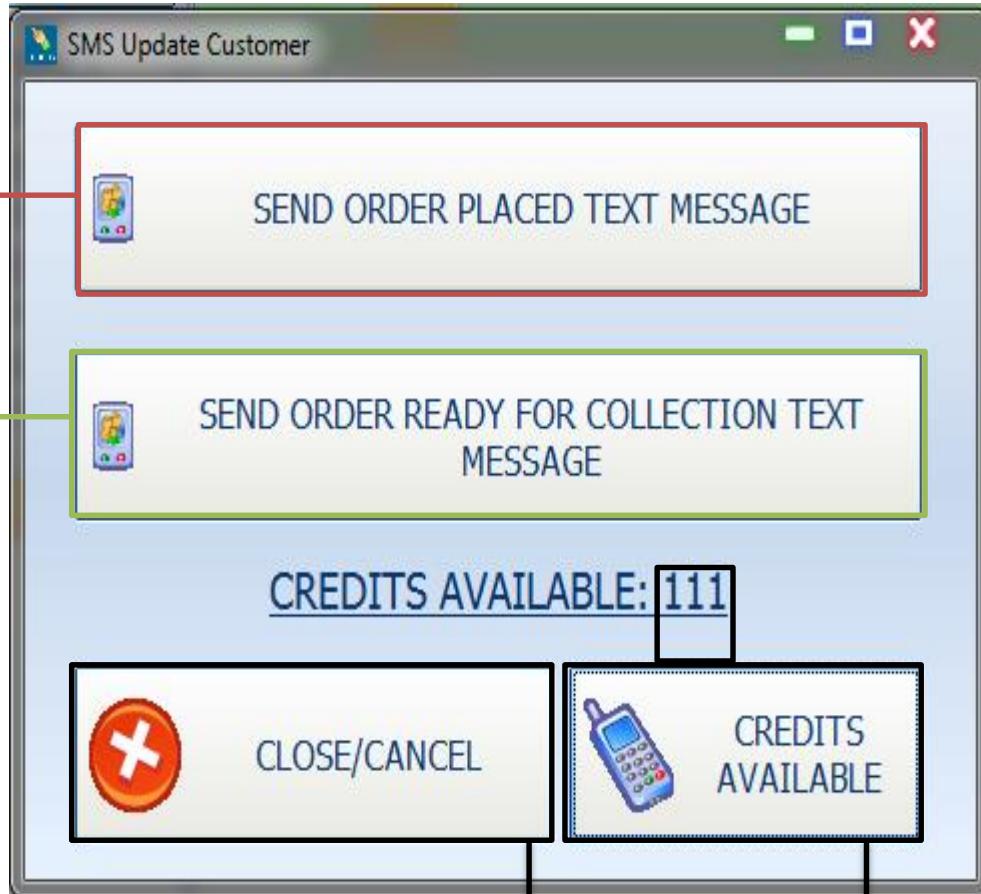
Will simply let you scroll up and down with the customer list

LAST ORDER:

Will simply let see the last order for the customer selected in the list

TOUCH POS 7

(4) : Sms Message Updates



Variable Legend :

- [NAME] = Customer Name
- [SURNAME] = Customer Surname
- [DATE] = Date of Order
- [TIME] = Time of Order
- [DRIVER] = Driver / Delivery Man
- [ORDER] = Order Details

READY TO COLLECT:

When pressed it will send a text message to the customer.

Hallo [NAME] [SURNAME]

Your order [ORDER] at [DATE] [TIME] is complete and ready for collection.

CREDITS AVAILABLE:

By pressing this button it will display your available credits left (sms' s) for your store.

ORDER PLACED:

When pressed it will send a text message to the customer.

Hallo [NAME] [SURNAME]

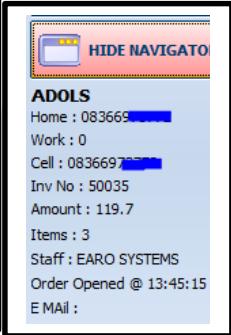
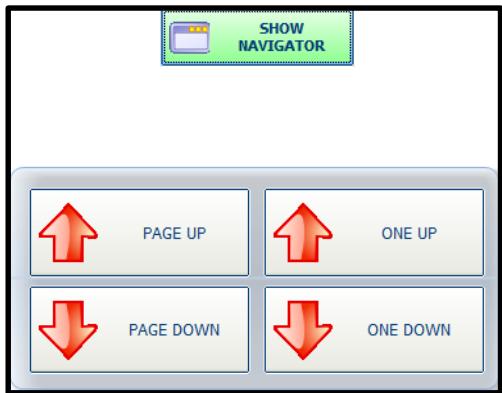
We confirm your order [ORDER] at [DATE] [TIME] and has been placed.

CLOSE / CANCEL:

This Button when press will simply just close this wind and return you to the Collection screen.

TOUCH POS 7

(5) : Show Navigation



HIDE NAVIGATION:

By pressing the hide navigation button the following block you see here will disappear.

SHOW NAVIGATION:

By pressing the show navigation button the following block you see here will appear and you can scroll up and down the list of your current Collections.